CalJOBS Help Sheet 11

Creating a Closure in CalJOBS

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How to Create a Closure in CalJOBS

This section provides a step by step guide on how to create a closure in CalJOBS. It also includes information about when to create a closure and its effects.

Closures are to be created when an agency is done providing services for a participant. It is important to note that a closure of a participant is NOT the same as an exit. When a closure for a participant is completed, it will take 90 days for them to receive a soft exit from the system. In those 90 days, a closure can be deleted if the participant decides that they want to stay with the agency. A data change request must be submitted to CalJOBS Tech Support for all closure deletions. A participant can also expand this 90 day period by using the CalJOBS website for self-service activities (i.e. looking for a job or creating a résumé'). After 90 days from when the closure is created, the participant will receive a soft exit from the system.

Creating a Closure:

1. After accessing the participant's case, expand the WIOA application by clicking on the **(+)** located to the left of the application. Then, click the new **(+)** that appears to further expand the WIOA application. Finally click on the "Create Closure" link.

    * Before a closure can be created, *all* activities must be closed. A closure CANNOT be created if an activity is still open.

If the participant already has a closure, click on the closure to edit/add information.

2. Enter the necessary information as indicated on the form

a. General Information

Complete the General Information section by selecting an office location and agency code.

General Information

Username:	29833132
Name:	Garcia, Francisco
Last service date:	06/29/2015
Exit Date:	06/29/2015
Exit Reason:	Soft Exit
LWIA:	13 Los Angeles County Department of Community, and Se
* **Office Location:**	WIOA - AYE Catholic Charities
Agency Code Search:	Agency Code Search
Agency Code:	151 LAO AYE CATHOLIC CHARITIES D1
Case closure date:	06/29/2015
	Reset Closure Date

Click here to select the Agency

Search "LAO" to get a list of agencies. Then choose the appropriate agency from the pop-up window.

Agency Search - Windows Internet Explorer

https://uat.geosolinc.com/150/vos06000000/vosnet/agencyselec

You may search for an agency by typing a keyword in the blank below. Click the Search button after you have entered a keyword.

[Search] [Cancel]

Agency Search - Windows Internet Explorer

https://uat.geosolinc.com/150/vos06000000/vosnet/agencyselec

106	LAO ANTELOPE VALLEY WORKFORCE DEV
107	LAO LA WORKS ESGVC
108	LAO WEST LA WORKFORCE JVS
109	LAO HUB CITIES CONSORTIUM
111	LAO CENTRAL SGV GOODWILL INDUS
119	LAO SASSFA
137	LAO SANTA ANITA FAMILY SERVICE ISY D1
138	LAO LA COUNTY OFFICE OF EDUC D5
141	LAO AYE CATHOLIC CHARITIES D2
143	LAO HUB CITIES CONSORTIUM D2
146	LAO SASSFA ISY
147	LAO JEWISH VOCATIONAL SERV NESFV
148	LAO COMMUNITY CAREER DEV SOUTH LA
151	LAO AYE CATHOLIC CHARITIES D1
153	LAO LA COUNTY OFFICE OF EDUC D1

b. Credentials

> If the participant received any credentials (i.e. High School
> Diploma/GED, BS Degree), add it to the Credentials section.

c. Credentials received in enrollment

> The following section will automatically populate based on previously
> provided information.

d. Outcome Information

In the Outcome Information section, complete the appropriate fields that correspond with the participant's certificates and degrees. Appropriate documentation will need to be uploaded where required.

*This section will only appear for youth participants' closure reports.

e. Employment Information

Fill in the **Entered Employment** field. If the participant found a job, click the "Add Employer" button.

After clicking the "Add Employer" button, an Add/Edit Employer section will appear, with two subsections: Employer Information and Job Information.

Complete the appropriate fields and click the save button to add this employer.

*Make sure that the **Occupation Code** field matches with the participant's training activity code if the participant found a job in a training related field. The first six digits of the occupation code must match to populate "Yes" in the "Is this considered Training Related Employment?" field.

Employer Information

Search Individual Employment History   Select from Internal Job Order/Placement

- Employer Name:
- Verify Employer Name: [Verify | Scan | Upload | Link | View]
- Address Line 1:
- Address Line 2:
- City:
- State: None Selected
- County:
- Zipcode:
- Find Zip Code: [USPS]
- Country: None Selected
- Industry Title (NAICS): [Search for Industry NAICS Code]
- Industry NAICS Code:
- Industry NAICS Description:
- Primary Employer Contact Name:
- Primary Employer Contact Phone Number: -   -   Ext
- Primary Employer Contact Email:
- Is this employer a federal contractor?   ○ Yes ○ No

Job Information

- Job Title:
- Occupation: Select Occupation
- Is this a green job?   ○ Yes ○ No
- Hours Worked:
- Hourly Wage:
- Job Start Date:
- Job End Date: ☐ Currently Employed
- Reason for Leaving: None Selected
- Job Duties (2500 characters max):
  Some HTML tags such as embedded videos are not allowed in this text box and will not be saved.

[Spell Check | Insert Occupational Description | Clear Text | Remove All Formatting]

- Primary Employer (WIOA only):   ○ Yes ○ No
- Receiving Fringe Benefits: ○ Yes ○ No
- Job Covered by Unemployment Compensation: ○ Yes ○ No
- Is this considered Non-Traditional Employment?   None Selected
- Is this considered Training Related Employment?   None Selected

Save   Cancel

f. Staff Information

Complete the Staff Information section with the current case manager's information. You may assign or remove case managers for the participant by clicking the "**Assign Case Manager**" or "Remove Case Manager Assignment" buttons. Case Notes can also be added by clicking the "Add a new Case Note" button. When finished with this section and all other sections, click the Save button to finish the Closure.